



DEVELOPMENT SERVICES DEPARTMENT

Building (954-797-1111)

Engineering (954-797-1113)

Planning & Zoning (954-797-1103)

TOWN OF DAVIE 6591 ORANGE DRIVE, DAVIE, FLORIDA 33314-3399 (954) 797-1000

RESIDENTIAL ADDITION

Required

- _____ Property tax folio number - Available from Property Appraisers Office or on Tax Notice or Receipt
- _____ Proof of ownership (Deed or Current Tax Bill)
- _____ **Zoning** Current sealed survey (Original) Not older than 2 years.
2 plot plan - If prepared by architect, must be sealed. (Show all intended setbacks from property lines and other existing structures)
Need Home owners association letter
Surveys must show all easements and encumbrances
- _____ **Mechanical** 2 ENERGY CALCULATIONS & ENERGY GUIDE FORM (Supplied by Architect/Engineer) Sealed and/or signed by designer.
(2 complete sets - sealed by Architect/Struct Engineer) if drawn by A/C Company, must obtain stamped approval from Arch/Eng)
- _____ **Structural** (Truss plans\Shop Drawings (2 Complete sets, signed and sealed by eng ., reviewed and signed by arch\Eng. of record)
(Product Approvals 2 complete sets, reviewed and signed by Arch\eng of record.)
(Complete HVHZ Roofing application with notarized signature of contractor.)
(Letters of retention from insp. Firm that will be inspecting Eng. Unit Masonry and providing supervision of truss placement.)
(Soil Compaction Letter) Including bearing compacity
(2 complete sets, sealed by architect/ engineer)
Product approval/truss/shopdrawings/roofing applications maybe submitted at a later date, however this will result in an additional fee
- _____ **Electrical plans** (2 Complete sets - sealed by Architect/Struct Engineer)
- _____ **Plumbing plans** (2 complete sets - sealed by Architect/Struct Engineer)
- _____ DRAINAGE DISTRICT: (Stamped on Surveys or plans)
 - * CENTRAL BROWARD WATER CONTROL DISTRICT
 - * SOUTH BROWARD DRAINAGE DISTRICT APPROVAL (If structure is in easement)
 - * TINDALL HAMMOCK APPROVAL
- _____ Broward county dept. of planning & environmental protection approval (Stamped on each set of plans *bring in all forms they return)
- _____ Broward county health department approval - If sewage and water usage is with Septic Tanks or Wells (Stamped on each set of plans * bring in all forms they return)
- _____ Road paving fee or contribution agreement (Town of Davie Engineer Division)
- _____ Utility service agreement (Town of Davie Utilities if in Town of Davie Service Area)
- _____ Completed building permit application - Please note Plbg, Elect, Mech, Swim Pool are separate applications.
- _____ Notarized signature on application
- _____ Application fee of \$30.00 due at the time of permit submittal.
- _____ Contractors - **Write license #'s on all applications.** A copy of all applicable licenses (Competency & Occupational) and original insurance certificates for Workman's Comp and General Liability.

